

# Department of Administration (DOA)

## *Agency Overview*

**Joint Appropriations Committee on General Government**

**March 22, 2017**



**FISCAL RESEARCH DIVISION**  
A Staff Agency of the North Carolina General Assembly

# Outline

- Authorizing Laws & Responsibilities
- Budget Overview
- Divisions
  - Government Services
  - Public Services
- Recent Legislative Actions
- Information Requested
- Base Budget Review (handout)

# Department of Administration

## Authorizing Laws & Responsibilities

- Established in G.S. 143B, Article 9

*It shall be the duty of the Department of Administration to serve as a staff agency to the Governor and to provide for such ancillary services as the other departments of State government might need to ensure efficient and effective operations.*

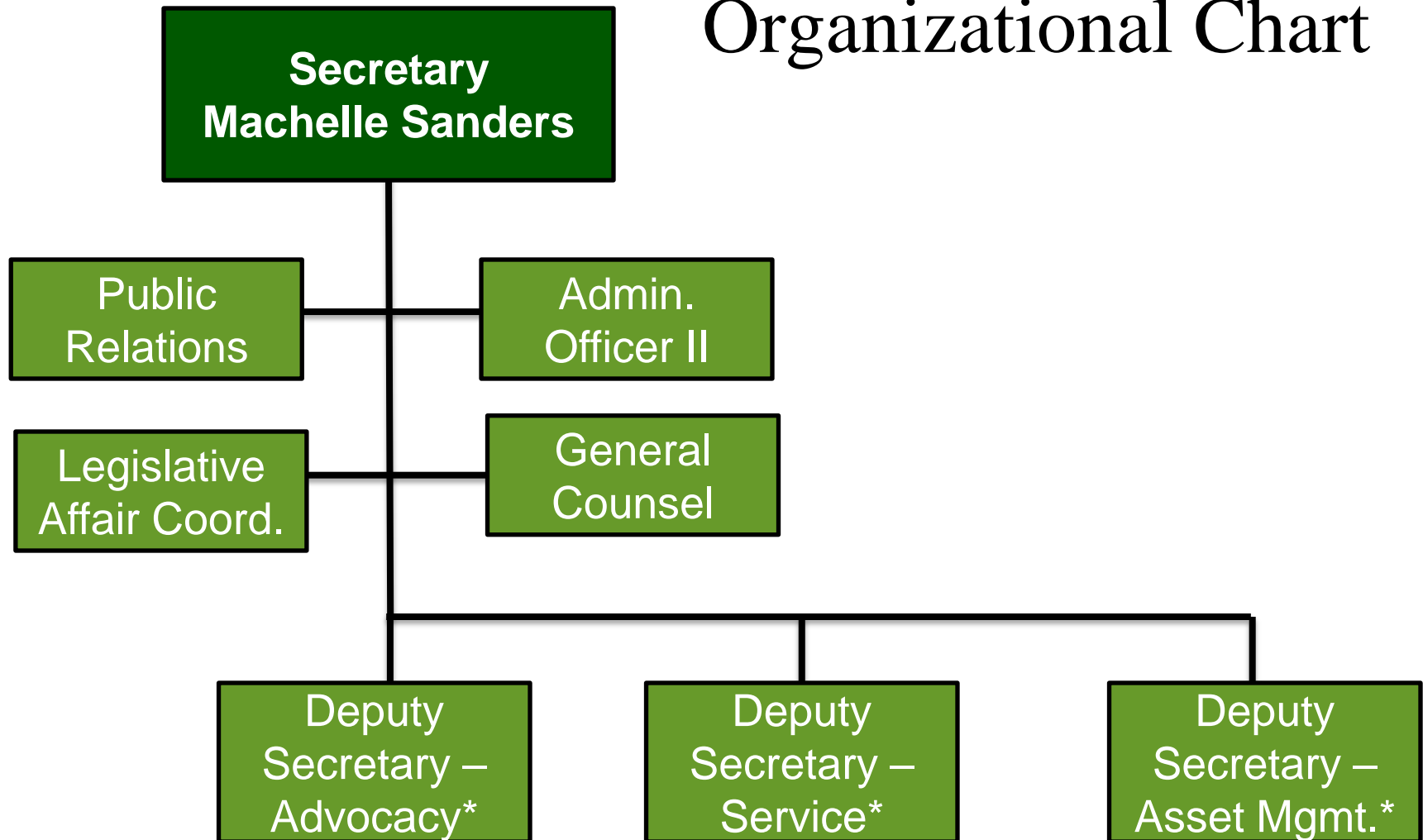
# Department of Administration

## Authorizing Laws & Responsibilities

- The Department was created in 1957 and serves two main roles:
  - The State's business manager (government services)
  - Provides services to groups of citizens through a variety of commissions and divisions (public services)

# Department of Administration

## Organizational Chart



\*Partially or fully  
receipt-supported

Source: DOA

# Department of Administration

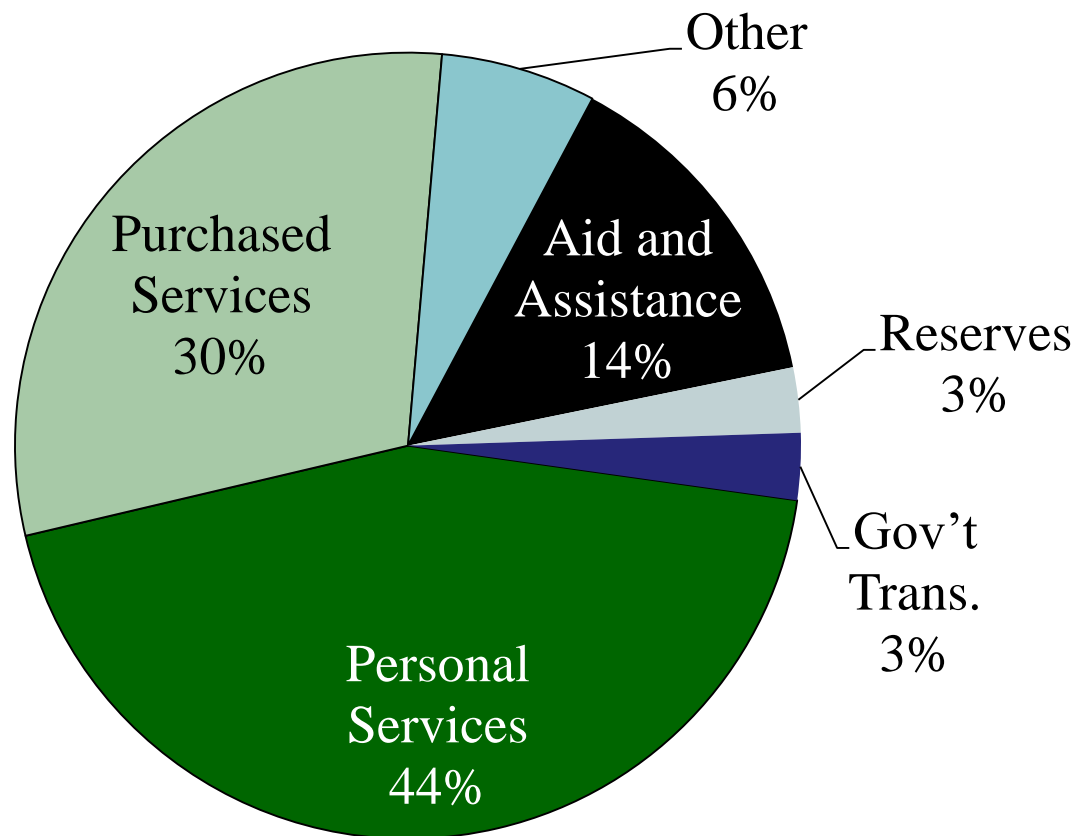
## General Fund Budget History

	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 AUTH.</b>	<b>FY 2017-18 BASE</b>	<b>FY 2018-19 BASE</b>
Requirements	\$72,763,593	\$77,437,922	\$73,622,445	\$73,622,445
Receipts	\$13,565,885	\$13,099,015	\$11,636,042	\$11,636,042
Net Appropriation	\$59,197,708	\$64,338,907	\$61,986,403	\$61,986,403
FTE	442	429.25	429.25	429.25

# Department of Administration

## Authorized Budget Requirements

### FY 2016-17



# Department of Administration

## Divisions – Government Services

- Facilities Management
- Mail Service
- Motor Fleet
- Historically Underutilized Businesses
- Purchase and Contract
- State Construction
- State Property
- Surplus Property
- State Parking



# Department of Administration

## Divisions – Government Services

### **Facilities Management - G.S. 143-341**

- Routine maintenance to State facilities, house-keeping, janitorial, landscaping
- **Base budget FY 2017-18**  
Requirements: \$31,271,709  
Receipts: \$3,668,687  
Net appropriation: \$27,603,022  
FTE: 149



# Department of Administration

## Divisions – Government Services

### **Mail Service - G.S. 143-341(8)g – h**

- Receipt-supported, handles mail services for State agencies, interoffice mail, and courier services

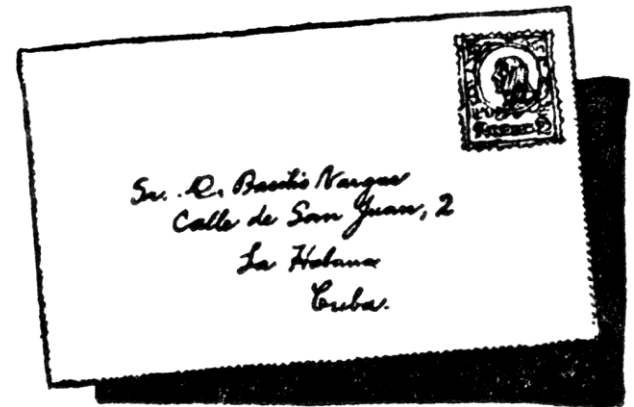
- **Base budget FY 2017-18**

Requirements: \$4,275,103

Receipts: \$4,277,405

Change Fund Balance: \$2,302

FTE: 60



# Department of Administration

## Divisions – Government Services

### **Motor Fleet Management - G.S. 143-341(8)(i)**

- Fully receipt-supported, manages a portion of the State's motor fleet
- **Base budget FY 2017-18**  
Requirements: \$51,470,532  
Receipts: \$57,332,850  
Change in Fund Balance: \$5,862,318  
FTE: 39

# Department of Administration

## Divisions – Government Services

### **Historically Underutilized Businesses - G.S.** 143-48, 143-64, 143-128

- Certifies businesses for HUB program, provides training and outreach for businesses and State agencies on the procurement system and process
- **Base budget review FY 2017-18**  
Requirements: \$620,484  
Receipts: \$129,382  
Net appropriation: \$491,102  
FTE: 8

# Department of Administration

## Divisions – Government Services

### **Purchase and Contract Division - G.S. 143, Article 3**

Administers and manages a portion  
of State contracts and the State's  
purchasing system



**Base budget FY 2017-18**

Requirements: \$3,052,158

Receipts: \$0

Net appropriation: \$3,052,158

FTE: 32.1

# Department of Administration

## Divisions – Government Services

### **Purchase and Contract Division –**

E-Commerce Reserve (Special Fund) – online system used for purchasing. This fund pays for the maintenance and operations of the e-procurement system

- **Base budget FY 2017-18**

Requirements: \$25,133,906

Receipts: \$17,003,906

Change in Fund Balance: **-\$8,130,000**

Total Fund Balance (Feb. 2017): **\$16,735,508**

FTE: 2.9

# Department of Administration

## Divisions – Government Services

### **State Construction Office** - G.S. 143-341(3) and G.S. 143-135.25



Analyzes construction plans and cost estimates, contract admin/supervision, inspects work and materials, support to State's Building Commission

**Base budget FY 2017-18**

Requirements: \$6,291,050

Receipts: \$693,708

Net appropriation: \$5,597,342

FTE: 61



# Department of Administration

## Divisions – Government Services

### **State Property Office** - G.S. 143-341(4) and G.S. 146

- Handles State's real estate transactions including surveying and deeds, maintains listing of State-owned land and buildings, manages State unallocated land
- **Base budget FY 2017-18**  
Requirements: \$1,688,254  
Receipts: \$738,107  
Net appropriation: \$950,147  
FTE: 19



# Department of Administration

## Divisions – Government Services

### Surplus Property

- Article 3A of G.S. 143
- Manages the State and Federal surplus property, receipt-supported
- **Base budget FY 2017-18**  
Requirements: \$2,543,759  
Receipts: \$2,509,499  
Change in Fund Balance: **-\$34,260**  
FTE: 32.04



# Department of Administration

## Divisions – Government Services

### **State Parking Systems - G.S. 143-340(18) and (19)**

Manages parking for State employees and visitors within the downtown State government complex, fully receipt-supported



**Base budget FY 2017-18**

Requirements: \$1,729,761

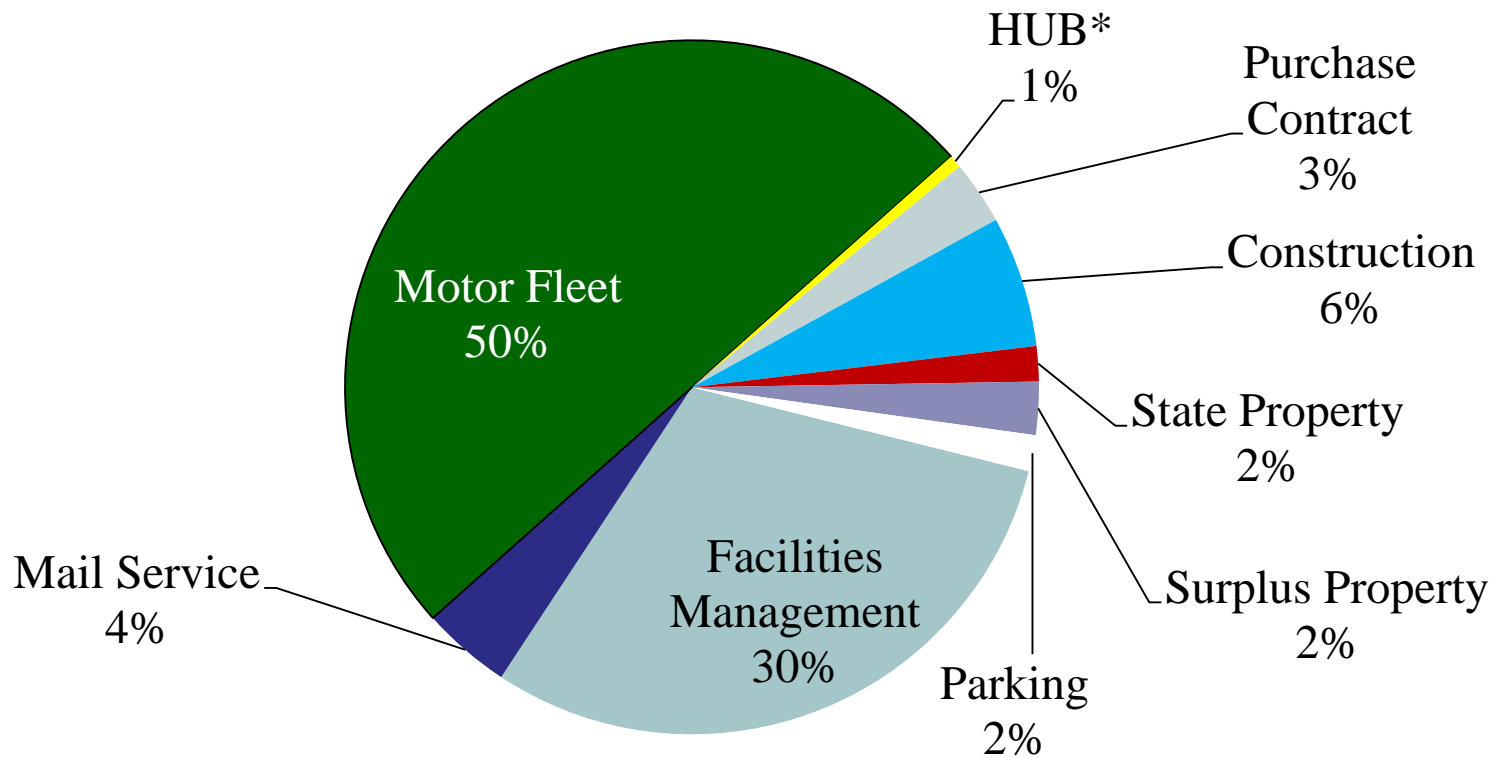
Receipts: \$2,173,830

Change in Fund Balance: \$444,069

FTE: 19

# Department of Administration Divisions – Government Services

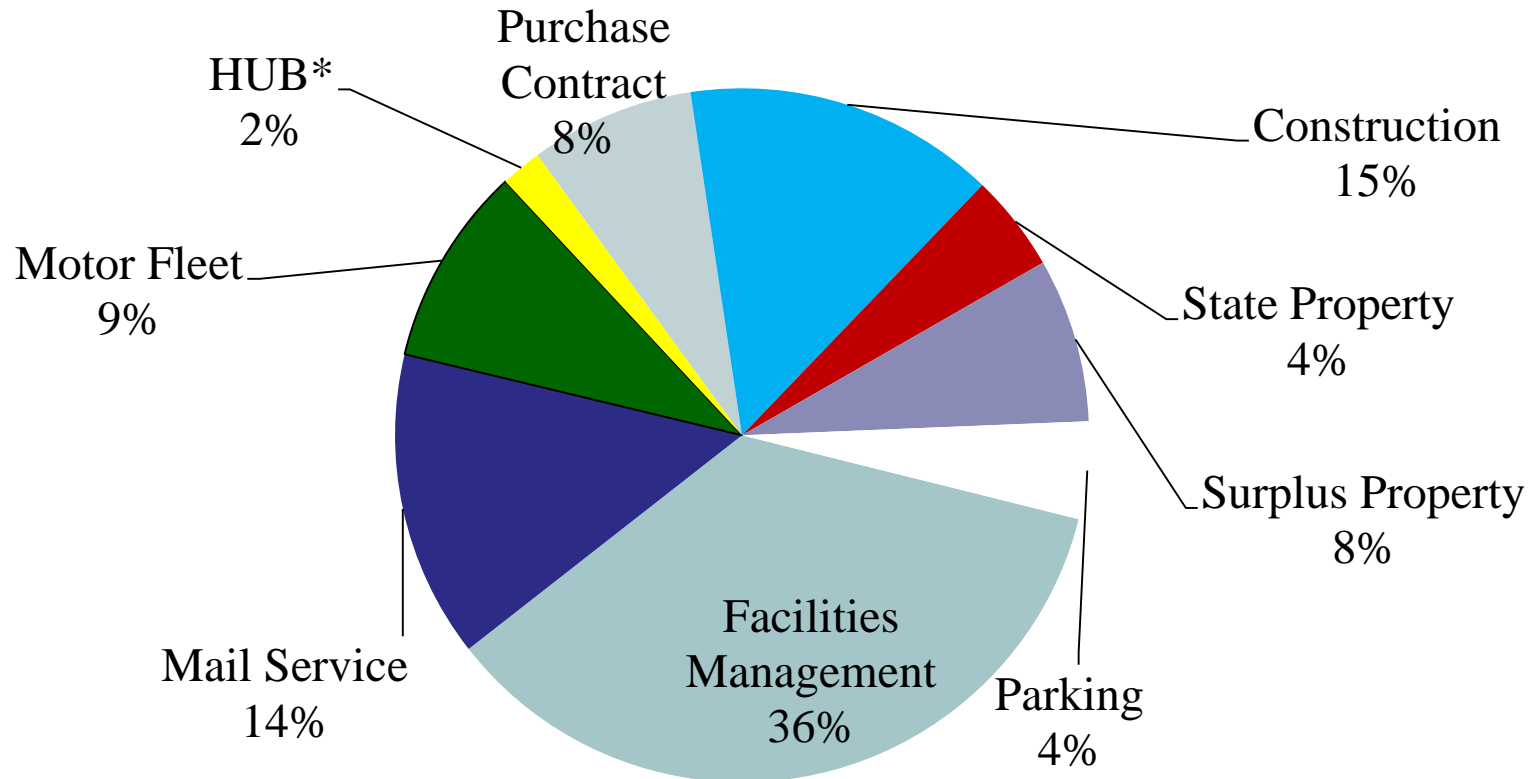
## Total Requirements – Base Budget FY 17-19



*\*Historically Underutilized Businesses*

# Department of Administration Divisions – Government Services

## Total FTE – Base Budget FY 17-19



*\*Historically Underutilized Businesses*

# Department of Administration

## Divisions – Public Services

- Commission on Indian Affairs
- Council for Women & Youth Involvement
- Human Relations Commissions
- Non-Public Education

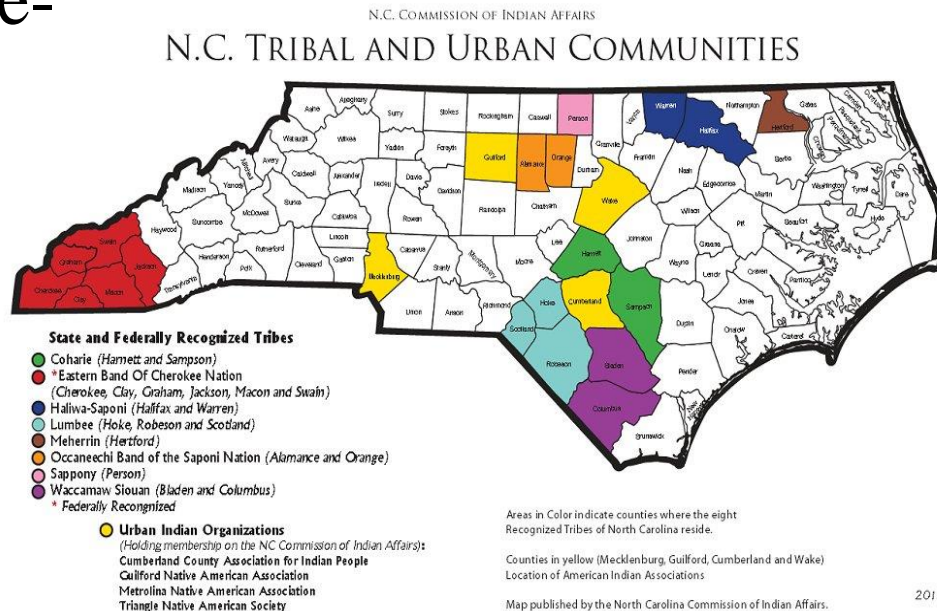
# Department of Administration

## Divisions – Public Services

### Commission on Indian Affairs G.S. 143B-404

Administers programs for State-recognized Tribes and Urban Indian Associations

- **Base budget FY 2017-18**  
**Requirements: \$4,865,802**  
**Receipts: \$4,531,938**  
**Net appropriation: \$333,864**  
**FTE: 14**





# Department of Administration

## Divisions – Public Services

### Council for Women and Youth Involvement

Program	Requirements	Receipts	Net Appropriation	FTE
Domestic Violence Center	\$3,913,212	\$3,913,212	\$0	0
Dom. Violence Program	\$5,091,486	\$0	\$5,091,486	4.64
Sexual Assault Program	\$2,895,560	\$0	\$2,895,560	0.36
Council for Women & Y.I.	\$1,069,679	\$0	\$1,069,679	11
<b>TOTAL</b>	<b>\$12,969,937</b>	<b>\$3,913,212</b>	<b>\$9,056,725</b>	<b>16</b>

# Department of Administration

## Divisions – Public Services

### **Human Relations Commission - G.S. 143B-391, G.S. 99D, G.S. 41A**

- Administers the State's Fair Housing Act and staffs Human Relations Commission and Martin Luther King, Jr. Commission
- **Base budget FY 2017-18**  
Requirements: \$801,835  
Receipts: \$220,991  
Net appropriation: \$580,844  
FTE: 9



# Department of Administration

## Divisions – Public Services

### **Non-public Education - G.S. 155C, Article 9**

Maintains statistics on private and home schools and monitors compliance with State laws

- **Base budget FY 2017-18**  
Requirements: \$449,770  
Receipts: \$0  
Net appropriation: \$449,770  
FTE: 5.75



# Department of Administration

## Other Items

- License To Give Trust Fund  
Base budget FY 2017-18: \$547,727 (fully receipt supported) – collects funds from donations to provide grants to promote organ donation and maintains statewide online donor organ website
- Pension to Surviving Spouse  
Base budget FY 2017-18 net appropriation: \$12,000 – pays a monthly pension to surviving spouses of NC governors

# Department of Administration

## Recent Legislative Actions

- **FY 15-16**
  - Creation of new Department of Military and Veterans Affairs
- **FY 16-17**
  - New Human Relations Commission position
  - Youth Advocacy and Involvement / Council for Women merger and transfer of Youth Legislative Assembly
  - Underutilized State Property Study: \$600,00 NR
  - Connect NC Bond: 6 FTE
  - State Land Fund replenishment

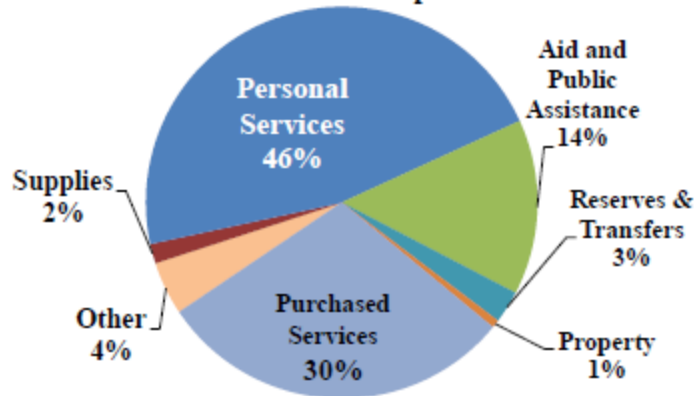
# Department of Administration

## Information Requested

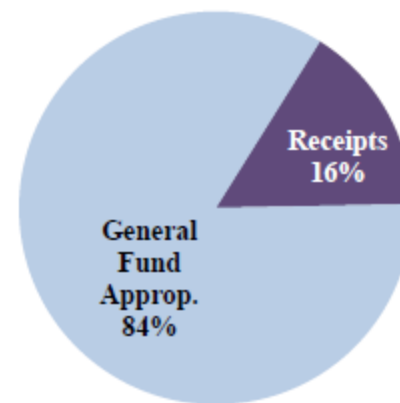
- How do you measure your agency's effectiveness and outcomes?
- How do you measure efficiency within your agency/department? Do you have metrics that you use to monitor agency performance? If so, please provide.
- Are you planning any changes to the current structure of your organization? Will this impact your agency's budget?
- What are your overall goals for your department/agency over the next biennium?
- What are your budget requests/needs for the biennium? Please discuss the items in the Governor's budget.
- Discuss the contract oversight that DOA provides to agencies.

# Department of Administration – General Fund Base Budget

FY 2017-19 Base - Expenditures



FY 2017-19 Base - Source of Funds



Requirements	Actual FY 2015-16	Certified FY 2016-17	Authorized FY 2016-17	Increase/ (Decrease) FY 2017-18	Total Base FY 2017-18	Increase/ (Decrease) FY 2018-19	Total Base FY 2018-19
Personal Services	\$31,722,350	\$34,443,118	\$34,145,162	\$121,694	\$34,266,856	\$121,694	\$34,266,856
Purchased Services	\$20,957,816	\$24,015,168	\$23,282,993	(\$1,509,775)	\$21,773,218	(\$1,509,775)	\$21,773,218
Supplies	\$1,072,809	\$1,255,211	\$1,192,877	\$0	\$1,192,877	\$0	\$1,192,877
Property, Plant, Equipment	\$181,978	\$222,091	\$490,731	\$0	\$490,731	\$0	\$490,731
Other Expenses/Adjustments	\$3,141,999	\$2,786,480	\$3,267,402	\$0	\$3,267,402	\$0	\$3,267,402
Aid & Public Assistance	\$12,526,424	\$10,003,160	\$10,859,415	(\$200,000)	\$10,659,415	(\$200,000)	\$10,659,415
Reserves & Transfers	\$3,160,217	\$4,205,046	\$4,199,342	(\$2,227,396)	\$1,971,946	(\$2,227,396)	\$1,971,946
<b>TOTAL REQUIREMENTS</b>	<b>\$72,763,593</b>	<b>\$76,930,274</b>	<b>\$77,437,922</b>	<b>(\$3,815,477)</b>	<b>\$73,622,445</b>	<b>(\$3,815,477)</b>	<b>\$73,622,445</b>

Receipts	Actual FY 2015-16	Certified FY 2016-17	Authorized FY 2016-17	Increase/ (Decrease) FY 2017-18	Total Base FY 2017-18	Increase/ (Decrease) FY 2018-19	Total Base FY 2018-19
Sales, Services, Rental	\$2,147,123	\$2,722,426	\$2,714,161	\$0	\$2,714,161	\$0	\$2,714,161
Fees, Licenses, Fines & Other	\$4,666,913	\$4,146,838	\$4,164,938	\$0	\$4,164,938	\$0	\$4,164,938
Intragovernment Transfers	\$6,751,849	\$5,829,147	\$6,219,916	(\$1,462,973)	\$4,756,943	(\$1,462,973)	\$4,756,943
<b>TOTAL RECEIPTS</b>	<b>\$13,565,885</b>	<b>\$12,698,411</b>	<b>\$13,099,015</b>	<b>(\$1,462,973)</b>	<b>\$11,636,042</b>	<b>(\$1,462,973)</b>	<b>\$11,636,042</b>

<b>NET APPROPRIATION</b>	<b>\$59,197,708</b>	<b>\$64,231,863</b>	<b>\$64,338,907</b>	<b>(\$2,352,504)</b>	<b>\$61,986,403</b>	<b>(\$2,352,504)</b>	<b>\$61,986,403</b>
<b>FTE</b>	<b>442</b>	<b>434.39</b>	<b>429.25</b>	<b>0</b>	<b>429.25</b>	<b>0</b>	<b>429.25</b>

# Questions?

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